Preparing for 2011 – ERN and OASIS

With the implementation of ERN the tasks associated in preparing for the next calendar year can be undertaken well in advance of the end of the year. For example, setting up Roll Classes and Academic Classes can be commenced at any time.

This guide covers some of the operations and process that schools need to undertake during term 4, 2010 to prepare for 2011.

- ERN
  - Preparing for Students who are leaving.
    - Students leaving at the end of Term 4, 2010 who fall into the following categories do not require any administration attention as this will be undertaken automatically.
      - Year 6 students in primary schools
      - Year 10 students in junior high schools where year 10 is the highest scholastic year.
      - Year 6 and Year 10 students will be set to Left on 17/12/2010 automatically. This process will be undertaken during the week beginning the 20/12/2010.
    - Year 12 Students 2010
      - As the leaving date for Year 12 students can vary from school to school and vary with a student circumstances there is no official leaving date across DET for all Year 12 students.

      Schools should mark Year 12 students who are leaving prior to the end of the year (17/12/2010) e.g. Last day of the HSC – 18th November, by doing a bulk change status for all (or selected) Year 12 Students from “Enrolled In Attendance” to “Enrolled Leaving” and set the leaving date to the 18th November 2010 (or the appropriate date for the school).

      Any Year 12 student who is still marked as “Enrolled in Attendance” on the 17/12/2010 will have their status changed to Left with a leaving date of 17/12/2010. This will be automatically undertaken during the week beginning the 20/12/2010.

      For information on how to mark students other then Years 6, 10 and 12 as Left refer to the following QRG.

      QRG - How to Change Status of Student
• Setting up Roll Classes for 2011

There are two options in ERN to setup a Roll Class –
  ▪ Clone an existing roll class
  ▪ Create a new roll class

The QRG’s relating to roll class cloning and creation are as follows:-

Roll Classes for Primary Schools
  QRG - How to Add Remove Staff and Student
  QRG - How to create a Roll Class in Primary Schools
  QRG - How to Clone an Existing Roll Class
  QRG - How to transfer a student to another group

Roll Classes for High Schools
  QRG - How to Add Remove Staff and Student
  QRG - How to create a Roll Class in Secondary Schools
  QRG - How to Clone an Existing Roll Class
  QRG - How to transfer a student to another group

• Setting up Curriculum Offers for 2011

There are two options in ERN to setup Curriculum Offers:-

  ▪ Clone an existing curriculum offer
  ▪ Create new curriculum offers

There are also two types of Curriculum Offers:-

  ▪ School created Curriculum Offers with school created learning areas
  ▪ DET created Curriculum Offers with Board of Studies based learning areas.

Information relating to Curriculum offer for High Schools can be found at:

• Setting up Course Classes for 2011

There are two options in ERN to setup Course Classes:
  - Clone an existing Course Class
  - Create a new Course Class.

  QRG - How to create a Course Class
  QRG - How to Clone an Existing Course Class
  QRG - How to create a Composite Course Class
  QRG - How to Clone an Existing Composite Course Class
  QRG - How to transfer a student to another group
  QRG - Student Group Offering Status - what do they mean
  QRG - How to Bulk Clone Existing Course Classes

• Preparation for Orientation days in 2010 for 2011

Many high schools hold an Orientation day for perspective Year 7 students.

**NOTE:** A student’s enrolment status **MUST** be set to Applied to Enrol (Risk Assessed) before they can be invoiced in OASIS Finance.

  QRG - How to complete the Principal's Declaration

• Day 1 Term 1 2011

Students will need to be marked as “Enrolled (In Attendance)” once they have attended school for the first day in 2011.

  QRG – How do I set Enrolled in Attendance in Bulk

❖ OASIS Admin Rollover

With the implementation of ERN the tasks associated with the transition to a new school year occur in both ERN and OASIS. The Administration Rollover in OASIS will be dependent on the tasks that need to be completed in ERN before the end of Term 4.
OASIS Administration Rollover

The OASIS Administration Rollover is fully automated so that the school will no longer be required to go through the process of rolling the school over for a new school year, this will happen in the background in early January of the new school year. The OASIS rollover will be completed the week ending 14\textsuperscript{th} January 2011.

The new automated Administration Rollover process in OASIS will implement the following tasks:-

- Copy all the current related information for students to the Historical Files, The information copied is:-
  - Student Absences
  - Student Academic Class Information
  - Student Sports Groups information
  - Student Special Activities information.

- Remove the current related student information as information listed above.

- Process all the students that have left the school in the previous year and archive all the historical information for a student to the Student Archive File. A student with enrolment status in ERN as left will be marked as a Leaver in OASIS.

- Update the existing Family and Student information in OASIS from ERN including Roll Class and Scholastic Year.

- Update OASIS with all new enrolments for the new School Year.

- On accessing OASIS after the Administration Rollover the school will be able to run a number of reports associated with the Administration Rollover. These reports will include:-
  - A Printed copy of Student Information that was copied to the historical file if required.
  - A list of all the students that where processed as leavers to the Archive File.

The option to review Historical Information on students and the ability to restore an archive file and view the information will remain unaltered.